

# CONTRACTOR PROGRESS REPORT

## U.S. DEPARTMENT OF JUSTICE FEDERAL BUREAU OF PRISONS

[ ] WITH EACH PAY APPLICATION : FROM \_\_\_\_\_ TO \_\_\_\_\_  
 [ ] MONTH - PERIOD OF REPORT : FROM \_\_\_\_\_ TO \_\_\_\_\_  
 [ ] QUARTERLY - PERIOD REPORT : FROM \_\_\_\_\_ TO \_\_\_\_\_

1. CONTRACTOR NAME & ADDRESS (IDENTIFY DIVISION)	2. CONTRACT NUMBER: _____
	3. CONTRACT VALUE (BASE PLUS OPTIONS): _____
	4. CONTRACT AWARD DATE: _____
	5. CONTRACT COMPLETE DATE: _____

6. TYPE OF CONTRACT: **(CHECK ALL THAT APPLY)** [ ] FFP [ ] FPI [ ] FP-EPA [ ] DD/DQ  
 [ ] ID/IQ [ ] ID/DQ [ ] REQUIREMENTS [ ] SBA [ ] 8 (A)  
 [ ] SEALED BID [ ] NEGOTIATED [ ] COMPETITIVE [ ] NON-COMPETITIVE

7. DESCRIPTION OF REQUIREMENT:

8. RATING: SUMMARIZE CONTRACTOR PERFORMANCE AND CHECK IN THE COLUMN ON THE RIGHT THE NUMBER WHICH CORRESPONDS TO THE PERFORMANCE RATING FOR EACH RATING CATEGORY.

<b>QUALITY OF GOODS/SERVICES</b>	<b>COMMENTS</b>	UNSATISFACTORY _____ = 0 POOR _____ = 1 FAIR _____ = 2 GOOD _____ = 3 EXCELLENT _____ = 4 PLUS _____ = +
<b>TIMELINESS OF DELIVERIES / PERFORMANCE</b>	<b>COMMENTS</b>	UNSATISFACTORY _____ = 0 POOR _____ = 1 FAIR _____ = 2 GOOD _____ = 3 EXCELLENT _____ = 4 PLUS _____ = +
<b>BUSINESS RELATIONS</b>	<b>COMMENTS</b>	UNSATISFACTORY _____ = 0 POOR _____ = 1 FAIR _____ = 2 GOOD _____ = 3 EXCELLENT _____ = 4 PLUS _____ = +
<b>CUSTOMER SATISFACTION (END USER) CONTRACT ADMINISTRATION TEAM</b>	<b>COMMENTS</b>	UNSATISFACTORY _____ = 0 POOR _____ = 1 FAIR _____ = 2 GOOD _____ = 3 EXCELLENT _____ = 4 PLUS _____ = +

MEAN SCORE (ADD THE RATING ABOVE AND DIVIDE BY NUMBER OF AREAS RATED) :

9. COTR'S NAME	SIGNATURE
PHONE	DATE
10. CONTRACTING OFFICER NAME	SIGNATURE
PHONE	DATE